



**REQUEST FOR PROPOSAL (RFP)**

**December 4, 2009**

**RFP NUMBER:**     **RFP No. 1204-10-LLTDI**

**RFP SUBJECT:**    **Group Life, Dependent Life, and Long Term Disability Insurance**

**PROPOSALS SHOULD BE SUBMITTED TO:**    Purchasing Office / City Of Falls Church  
300 Park Avenue, Rm 300 East  
Falls Church, Virginia 22046 / Phone(703) 248-5007

All inquiries should be made in writing and forwarded to Faye Smith, Purchasing Manager, via email to [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov) with copy to [breich@fallschurchva.gov](mailto:breich@fallschurchva.gov) by no later than five (5) business days prior to the RFP due date.

**SEALED PROPOSALS**

**DUE DATE AND TIME:**   **December 21, 2009 at 11:00 AM** prevailing local time (Purchasing Office clock)  
Proposals are to be presented for time and date validation **ONLY to the City of Falls Church Purchasing Office.**

All questions must be received in writing by no later five (5) business days before Proposal Due Date.

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**THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSAL**

In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Legal Name & Address Of Firm:

SWaM Certification/Commonwealth of Virginia:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Indicate Small, Woman and/or Minority Owned Business or NA) See General Terms and Conditions; Section 76

EEI/FIN NO: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5007, (TTY 711).

The City of Falls Church does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**RFP No. 1204-10-LLTDI**  
**GROUP LIFE, DEPENDENT LIFE AND LONG TERM DISABILITY INSURANCE**

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## I. GENERAL

- A. **ACCESS TO RFP UPDATES:** This RFP and any addenda are available on the City of Falls Church website: [www.fallschurchva.gov](http://www.fallschurchva.gov). The **Open Bids** link is listed under the **Purchasing & Procurement** link in the Popular Topics Section on the home page.
- B. Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within three (3) days before the closing of the RFP. Offerors are solely responsible for checking the Website to insure that they have the most current information regarding the RFP.
- C. All addenda must be signed and submitted with your proposal.
- D. **Inquiries**
1. Any questions pertaining to this solicitation must be in writing and shall be directed only to:  

Faye Smith, Purchasing Manager  
The City of Falls Church  
300 Park Ave, Falls Church, VA 22046  
[fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov) / Phone: 703.248.5007  
with a copy to [breichs@fallschurchva.gov](mailto:breichs@fallschurchva.gov)
  2. All questions must be submitted in writing and received by no later than five (5) business days prior to the RFP closing date.
- E. Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. All qualified offerors are encouraged to submit proposals. The City of Falls Church reserves the right to reject any or all proposals submitted, to withdraw or re-advertise this RFP. This is a request for proposal and is in no way to be misconstrued as a commitment to purchase on the part of the City.
- F. The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call 703 248-5007, (TTY 711).
- G. **Exhibits**
- In addition to the attachments included in this solicitation (including PDF files referenced as attached), this RFP includes Exhibits which contain essential information required to respond to this solicitation. Included in the Exhibits is information that is not intended for wide distribution to third parties. To receive a copy of the Exhibits listed below, please send request to: Faye Smith, Purchasing Manager at: [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov) with copy [breichs@fallschurchva.gov](mailto:breichs@fallschurchva.gov).
- The following Exhibits will be emailed to you for the sole purpose of preparing your proposal to this solicitation.
- |             |                        |
|-------------|------------------------|
| Exhibit I:  | City Government Census |
| Exhibit II: | City Schools Census    |

## II. PURPOSE AND BACKGROUND

- A. The purpose of this Request for Proposal is to solicit competitive proposals from qualified firms of demonstrated professional competence, financial integrity and stability, and experience for the provision of Group Life Insurance, Dependent Life Insurance, and Long Term Disability Insurance.
- B. The City of Falls Church, Virginia government employs 246 full and part-time employees. In addition, there are 102 full and part-time City School employees and 18 full-time Northern Virginia Criminal Justice Training Academy employees. All employees are covered for life insurance. The City employees and employees of the Training Academy are covered for Long Term Disability.

- C. The City of Falls Church has been a client of Assurant Employee Benefits since 2000. Permanent part-time employees of Falls Church Schools also participate in the City's Life Insurance Plan. Since 1985 the City has provided administrative services for the Northern Virginia Criminal Justice Training Academy and those employees also participate in the City's Life Insurance and LTD Plans.
- D. If a contract is awarded, services such as attendance at open season meetings and plan introductions shall commence in May of 2010 with plan coverage starting July 1, 2010.
- E. The City of Falls Church's main location is:  
300 Park Avenue  
Falls Church, VA 22046-3332

### III. SCOPE OF WORK/GOALS

- A. The City desires to establish a partnership with a single carrier that can provide programs for all lines of coverage as one package, however the City will consider individual packages if such programs are in the best interest of the City in meeting the objectives of the RFP. The City requires that, at a minimum, the current benefits be duplicated; however, enhancements are encouraged. All prices and associated services or coverage must be guaranteed for a minimum of one (1) year from the effective date. An Offeror's ability to provide multi-year rate guarantees will be viewed favorably during evaluations.
- B. Under no circumstances shall Contractor or any person employed by or associated with Contractor contact any insurance participant or eligible participant covered by this RFP for purpose of offering alternate or supplemental coverage or services provide or to be provide by the City without the explicit, advance written permission of the City.
- C. The cost illustrations, benefit summaries and questionnaire are enclosed.
- D. Programs Requested
  - Proposal I: Match existing plan designs
    - Group Life Insurance
    - Dependent Life Insurance
    - Long Term Disability Insurance
  - Proposal II: Include all full and part time career employees in the definition of eligibility for Life and LTD, but providing no Life for retirees.
  - Proposal III: Include all employees and retirees for Life and LTD, and give illustration of life coverage of \$10,000 to retirees.
  - Proposal IV: Optional Vendor Proposal

Offeror may propose programs other than those specified above which meet or exceed the existing plans.
- E. The successful offeror shall provide enrolled participants with all goods and services agreed to at the time the employee elects to enroll in a designated insurance plan and as described in all explanatory material provided to employees by the Contractor.
- F. The successful offeror shall provide all administrative services associated with each plan including but not limited to claims processing and payment, provision of enrollment and claim forms, production of written communication materials for distribution to employees, and periodic reports regarding participation, premiums, claims, etc.
- G. The City will exercise its right to review, revise and approve written and other communication material prepared by the contractor(s) for distribution to eligible employees prior to granting access to employees.

- H. Representative Specified - The name of the agent or company representative must be clearly stated in the proposal. The City will not designate an agent from a list submitted by the offeror.
- I. Deviations and Exceptions - All financial presentations will be considered as firm figures. All deviations and exceptions from the specifications and conditions must be explained in detail in writing and submitted with the proposal. The absence of such deviations and exceptions will hold the offeror strictly accountable to the City for underwriting the benefits in full accordance with the exact specifications as written. The City will have absolute discretion over accepting any deviation so noted.
- J. Service Office - Firms submitting bids should have a local metropolitan area telephone number or a toll-free number for service.
- K. No Evidence of Insurability - Evidence of insurability shall not be required of any subscriber.
- L. Actively-At-Work Waiver - All coverage must have a full, complete and blanket waiver of the actively-at work clause for all employees without exceptions on the effective date. There are currently two employees receiving a long term disability benefit. This waiver will protect coverage for any individuals who were missed in the process of reviewing potentially disabled or inactive individuals and also those individuals who may have become disabled or inactive in the interim period between the date of application and the effective date of coverage. The waiver applies not only to eligibility for coverage, but also to the amount of coverage.
- M. Conversion Privileges - Conversion contracts must be available without evidence of insurability.
- N. Claims Administration Responsibility - The City will not be responsible for claims administration, nor involved in any claims administration functions.
- O. Eligibility - Eligible employees include all regular full and part-time career service employees, as defined by the policyholder and other employees as determined by the City.
- P. Participation Levels - No minimum employee participation percentage can be assured by the City for any optional coverages.
- Q. Mode of Payment - The mode of payment to the insurance company must be monthly. School employees must be billed separately from City and Academy billing.
- R. Rate Adjustments - Rate adjustments will be effective on the anniversary date provided at least ninety (90) days written notice is given in advance.
- S. Materials and Information - Materials pertaining to coverage will be furnished by the insurance company to those enrolled, including enrollment forms, descriptive brochures, plan booklets that comply with ERISA and membership identification cards.
- T. Responsibility for Employee Enrollment Meetings/Benefit Fairs - The insurance company will be responsible for completely conducting the initial enrollment, to include explaining the plan to prospective subscribers, as well as subsequent annual open enrollment periods for group insurance coverage. A qualified representative of the insurance company is required to participate in a one-day Benefits Fair each year which will be held in May.
- U. Time of delivery or performance of services is a part of the consideration and must be stated in definite terms and must be adhered to. If time varies on different items, the bidder shall so state.

#### **IV. PRICES AND PRICE ADJUSTMENTS**

- A. Prices quoted are firm for the first contract year. A request for a price adjustment for any subsequent terms must be made at least five (5) months before the beginning of the contract term to which it is to apply and must be mutually agreed upon based on plan experience or other relevant and mutually agreed upon factors. Any price adjustment agreed upon must be executed by contract amendment and will be firm for the duration of that extension period.

- B. Price decreases shall be made in accordance with paragraph 43 of the General Conditions & Instructions to Offerors. (Appendix A)
- C. Please note that multiple year fee guarantees are requested.
- D. All commissions and/or brokerage fees should be removed from the proposed rates.
- E. The following Price Proposal Assumptions should be included in Price Proposal. Any exceptions must be clearly detailed in the proposal.
  - 1. All plans will have a July 1, 2010 effective date.
  - 2. The definition of full time employees is those individuals working 37.5 hours per week or more. The definition of part-time employees is those individuals working 20 hours per week or more, with the exception of the School Crossing Guards, who work 15 hours per week.
  - 3. A ninety day notice of rate change or termination is to be provided.
  - 4. Provide prices for all plans on a fully-insured, non-participating basis.
  - 5. The waiting period for coverage is 1<sup>st</sup> of the next month from date of employment, unless the first date of employment is the first of the month; then, there is no waiting period.
  - 6. Retiree life insurance coverage is offered.
  - 7. Contractor will be providing claim and other administrative forms, a summary plan description provided in the City's requested format, an administration manual, and other related materials.
  - 8. Contributions/Participation

▪ Group Life	Non-contributory	100% participation
▪ Dependent Life	Contributory	
▪ Long Term Disability	Non-contributory	100% participation

## V. PRE-PROPOSAL CONFERENCE

Not Applicable

## VI. CONTRACT PERIOD AND RENEWAL OPTIONS

- A. The proposed contract shall cover the target period from date of award through a three (3) year period except as otherwise provided in this solicitation. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the City's Purchasing Department. The City reserves the right to renew the contract for two (2) additional years, one (1) year at a time, if agreeable to all parties.
- B. Notice of intent to renew may be given to the Contractor in writing by the City, normally ninety (90) days before the expiration date of the current contract. Failure to give such notice will not constitute a breach of this contract. This notice will not be deemed to commit the City of Falls Church to a contract renewal.
- C. Non-Appropriation of Funds - All funds for payments by the City for goods/services under contract are subject to the availability of general or specific annual appropriation for this purpose by the City of Falls Church City Council. In the event of non-appropriation of funds by the City Council for the goods or services provided under contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the City will terminate the contract, without termination charge to the City, on June 30th of the then current fiscal year or when the appropriation made for the then current year for the services covered by the contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the City shall not be obligated under the contract beyond the date of termination. Contractor will be reimbursed for the reasonable value of any actual, documented, nonrecurring costs incurred but not amortized in the price of the supplies or services

delivered under the contract. No amount shall be allowed for anticipated profit on unperformed services.

- D. See the Section XII "Specific Provisions", Paragraph 11 entitled "Termination" for other information regarding termination.

## **VII. PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES:**

- A. Unless otherwise specified, any quantities detailed in this solicitation are estimates only, and are given for the information of offerors and for the purpose of proposal evaluation. They do not indicate the actual quantity of services that will be ordered or may be required to meet the specifications or requirements in the Scope of Work since the actual volume will depend upon requirements that develop during the contract period.

## **VIII. PROPOSAL PREPARATION**

### **A. GENERAL**

1. The RFP cover page must be signed and completed as required by an authorized representative of the offeror and returned with the Proposal. The Offer's signature on the RFP cover page certifies that:
  - (a) the proposal, as submitted, complies with all Terms and Conditions as set forth in the referenced RFP unless otherwise detailed in the "Exceptions" section of the proposal.
  - (c) in the preparation and submission of this proposal, said offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
  - (d) the offeror (including any partner, associate, or subcontractor associated with the provision of services under this RFP) is not currently suspended, debarred or otherwise excluded from conducting business by the Commonwealth of Virginia or any Political Subdivision from submitting bids on contracts for the type of services covered by this solicitation, nor is offeror (partner, associate or subcontractor) an agent of any person or entity that is currently so debarred, suspended or excluded.
  - (e) the firm submitting the proposal is licensed and registered to do business in the Commonwealth of Virginia.
2. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion. Each copy of the proposal should be bound in a single volume. Proposal contents shall be arranged in the same order and identified with headings as presented herein. The City encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides
3. Offerors are cautioned not to contact members of the Evaluation Committee or other City staff regarding this solicitation. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes. If a City Staff member is approached by a potential offeror or others who may have a material interest in this procurement, it will be immediately reported to the City of Falls Church Purchasing Manager.
4. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Evaluation Committee. This will provide an opportunity for the offeror to clarify or elaborate on the proposal, but will in no way change the original proposal. The City's Purchasing Manager will schedule the date,

time and location of these presentations. Oral presentations are an option and may not be conducted. Therefore, proposals should be comprehensive and complete.

5. Proposals should be thorough and detailed so that the Evaluation Committee may properly evaluate the offeror's capabilities to provide the required services.

## **B. FORMAT OF RESPONSES**

### **1. Section I Executive Summary**

This section should describe your organization's ability to provide the services requested within this proposal. Please include a description of why you feel your firm should be awarded this contract.

### **2. Section II Financial Proposal**

This section should include the completed Rate Exhibits from Section VI (Projected Cost Illustrations).

### **3. Section III Plan Design Summaries**

This section should include the completed plan design grids from Section IV (Current/Proposed Plan Design) as prepared in the RFP. Please include any exclusions or limitations to the illustration. A copy of the proposed policy of insurance must be submitted with each bid.

### **4. Section IV Questionnaire Responses**

Include your responses to the Questionnaire from Section XIV of this RFP, Attachment 5. Please answer the questions in the order presented.

### **5. Section V Miscellaneous**

- (a) Please include a sample monthly bill, sample experience reports, and samples of employee communication materials.
- (b) References. Offeror must provide at least three (3) references for work similar in scope or subject matter. This shall include the name and address of the reference, the name and phone number of a person to contact, a brief description of the work that was performed and the time period of the project or contract. These references shall exclude City references.
- (c) A current Dunn and Bradstreet "Business Information Report" or other equivalent independent study which includes an in-depth analysis of the offeror's financial position, business overview, products and services, history, executives, etc.
- (d) Exceptions: The offeror shall identify (by Section Number) any specific sections or issues and elaborate on any exceptions and proposed resolution(s) to any and all technical, functional, cost, or other issues and/or terms and conditions (including Special & General Terms & Conditions) herein in a subsection labeled "Exceptions".

Descriptive boilerplate material is neither requested nor desired.

## **IX. PROPOSAL SUBMISSION REQUIREMENTS**

- A. In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and seven (7) copies of each proposal must be submitted to the City's Purchasing Office as detailed below. In addition, one (1) virus free soft copy (PDF format) of the proposal should be included in the package. No other distribution of proposals shall be made by the offeror.
- B. All pages of the proposal are to be 8 ½" X 11" and printed with type no smaller than 12 font size or equivalent.



- C. The attached Statement of Disclaimer must be executed and returned with the bid.
- D. Proposals shall be placed in a sealed, opaque envelope, and clearly marked in the lower left-hand corner with the RFP number (RFP# 1204-10-LLTDI) and RFP title (Group Insurance RFP), and the date/time proposals are scheduled to be received. Proposals are to be submitted by mail, courier or delivered in person ONLY to:

Attn: Purchasing Manager  
City Of Falls Church  
300 Park Avenue, Rm 300 E, 3<sup>rd</sup> Floor, East Wing  
Falls Church, Virginia 22046  
(703) 248-5007
- E. The City Purchasing Office is open for the receipt of proposal from 8:30 AM until 4:30 PM, Monday through Friday (excluding City holidays). The City is not responsible for deliveries attempted outside of these time periods or misdirected to other offices.
- F. Any proposal received after 11:00 a.m., on December 21, 2009 whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time the proposal is signed in at the Purchasing Office. Offerors are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.
- G. If the City declares administrative or liberal leave, scheduled receipt of proposals will be extended to the next business day after which administrative or liberal leave has been canceled.
- H. Oral proposals or proposals delivered by electronic means such as facsimile and e-mail are not allowed and proposals so delivered will not be considered.
- I. All questions regarding this solicitation must be in writing and received by no later than five (5) business days prior to the RFP closing date. No inquiries, if received by the Purchasing Manager within five (5) days of the date set for the opening of proposals, will be given any consideration. Any material interpretation of a specification, as determined by the Purchasing Manager, will be expressed in the form of an addendum which will be sent to all prospective offerors and/or posted on the City's website ([www.fallschurchva.gov](http://www.fallschurchva.gov)) no later than three (3) days before the date set for receipt of proposals. Oral answers will not be authoritative.
- J. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the offeror. Carelessness in quoting business terms (i.e. prices), or in preparation of the proposal will not relieve the offeror. When an error is made in extending total prices, the unit price will govern. Offerors are cautioned to recheck their proposals for possible error. Errors discovered after negotiation cannot be corrected, and the offeror will be required to perform if its proposal is accepted.
- K. By submitting a proposal in response to this Request for Proposal, the offeror represents it has read and understands the Scope of Work, Specific Provisions, General Terms and Conditions any other attachments hereto and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work.
- L. The failure or omission of any offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, if applicable, shall in no way relieve any offeror from any obligations with respect to its proposal or to the contract.
- M. Trade secrets or proprietary information submitted by an offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be

protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).

- N. The offeror agrees that proposals will remain firm for a period of one hundred and twenty (120) calendar days after the date specified for receipt of the RFP.
- O. The City has the indisputable right to cancel the RFP and/or stop the RFP without giving any justification and/or accept or reject any proposal, or part of any proposal.
- P. Conditional proposals are subject to rejection in whole or in part.
- Q. Under no circumstances shall an offeror, whose proposal has not been awarded, be entitled to any claim for compensation under this solicitation.

#### **X. PROPOSAL EVALUATION AND BASIS OF AWARD**

- A. Selection of the successful offeror will be based upon a "Best Value" evaluation. Best Value means the overall combination of quality, price, and various elements of required services that in total are optimal relative to the City's needs.
- B. The City will review each offeror's Proposal and the minimum criteria to determine the relative Best Value evaluation of each Offeror
- C. For evaluation purposes, all evaluation factors are approximately equal in importance.
- D. The Proposal Evaluation Factors include:
  - 1. Ability to underwrite and administer the proposed programs
  - 2. Experience of firm and staff including references and service reputation
  - 3. Financial qualifications and industry rating of firm with appropriately qualified and experienced personnel
  - 4. Depth of response to the Questionnaire, Requirements, Special Provisions, etc.
  - 5. Reasonableness of cost proposal(s)
- E. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Evaluation Committee. This will provide an opportunity for the offeror to clarify or elaborate on the proposal, but will in no way change the original proposal. Oral presentations are an option and may not be conducted. Therefore, proposals should be comprehensive and complete.
- F. The City's Selection Committee ("Committee") shall review all proposals and may engage in individual discussions with two (2) or more firms deemed most fully qualified, responsible and suitable by the Committee on the basis of initial responses with emphasis on professional competence, strength and weaknesses of their narrative statements, response to questions, cost proposals and overall competence to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise qualifications pertinent to the proposed project, as well as alternate concepts.
- G. During the review of proposals submitted and as it deems necessary, the City may conduct discussions with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.
- H. The City reserves the right to award the contract in the aggregate, by individual service, or any combination, whichever is in the best interest of the County.
- I. Proprietary information from competing offerors shall not be disclosed to the public or to the competitors.

- J. Should the Committee determine in writing that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.
- K. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the offeror's proposal as negotiated.
- L. Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the City, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be initially submitted with the most complete and favorable terms from a technical standpoint which offerors are capable of submitting to the City. Should proposals require additional clarification and/or supplementary information, offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.
- M. Public announcement of an award or intent to award will be posted on the City's Purchasing and Procurement Web Page ([www.fallschurchva.gov](http://www.fallschurchva.gov); "Purchasing and Procurement" link).
- N. The City is using the Competitive Negotiation method (non-professional services) for source selection, per the Virginia Public Procurement Act, for this procurement.

#### **XI. COOPERATIVE PROCUREMENT**

- A. Offerors are advised that the resultant contract(s) may be extended, with the authorization of the Offeror, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The City acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your offer. (See Appendix B for sample listing).
- B. As authorized in Section 2.2-4304 of the Code of Virginia, the City may participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services.
- C. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in any such arrangement.
- D. Bidders/Offerors not desiring to sell the products or services offered under this solicitation to other jurisdictions under this clause shall so indicate, specifically or in general, such excluded public bodies in their solicitation response.

#### **XII. SPECIFIC PROVISIONS**

- A. Precedence of Terms: In the event that there is a conflict between any specific terms and conditions in this section, and specific terms of the General Conditions and Instructions to Bidders/Offerors, the Specific Provisions shall take precedence.

**1. Use of Information**

All data collected by the successful offeror shall remain confidential and shall not be released without prior written permission from the City or used for purposes other than those in this solicitation.

**2. Mandatory Use Of Forms And Terms And Conditions**

Failure to submit a bid accompanied by the signed and dated Cover Sheet provided shall be a cause for rejection of the bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid; however, the City reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not such a bid should be considered as non-responsive.

**3. Choice Of Law**

Any contract resulting from this solicitation is made, entered into, and shall be performed in the City of Falls Church, Virginia, unless otherwise specified, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract, its interpretations, or its performance shall be litigated only in either the General District Court or in the Circuit Court of the County of Arlington, Virginia.

**4. Compliance With Laws**

The Contractor shall comply at its own expense with all federal, state, and local laws, rules, regulations, and orders that are directly or indirectly related to the Contractor's performance under the contract, including procurement of required permits, certificates, licenses, insurance, approvals, and inspections. The Contractor shall comply with the Code of Virginia and Section 2.2-4300, the Virginia Procurement Act. The Code of Virginia and the Virginia Public Procurement Act are incorporated herein by reference.

**5. License Requirement**

All firms doing business in the City of Falls Church must be licensed in accordance with the City's Business, Professional and Occupational Licensing (BPOL) Tax Ordinance. Wholesale and retail merchants without a business location in the City are exempt from this requirement. Questions regarding the BPOL license and tax should be referred to the Office of the Commissioner of the Revenue, 300 Park Avenue, Suite #104E, Falls Church, Virginia 22046-3301. Phone: (703) 248-5019; Fax: (703) 248-5212

**6. Insurance**

- a. The Contractor is responsible for its work and for all materials, tools equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risk of direct and indirect damage of or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in any way whatsoever with the contracted work.
- b. The Contractor shall, during the continuance of all work under the contract provide the insurance as detailed below:
  - 1) Maintain statutory Workers' Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
  - 2) Maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the Contractor, its subcontractors, and the interest of the City, its officers and employees against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation

under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverages for explosion, collapse and underground hazards, where required. Completed operations liability endorsement shall continue in force for three years following completion of the contract.

- 3) Maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the contractor. In addition, all mobile equipment used by the contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. The Garage Keeper's Liability coverage shall also be maintained where appropriate.
  - 4) Maintain Environmental Impairment Liability Insurance including sudden and accidental pollution and in transit coverage as well as coverage for storage at site in the limits of \$2,000,000 per occurrence/aggregate where appropriate.
  - 5) Maintain Professional Liability Insurance in the amount of \$1,000,000 per occurrence/aggregate to cover each individual professional staff where appropriate.
  - 6) Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy
- c. The coverage shall be provided by a carrier(s) companies admitted within the Commonwealth of Virginia, with the A.M. Best's Key Rating of at least A:VI.
  - d. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty five (45) day advance written notice to the City. The Contractor shall furnish a new certificate prior to any change or cancellation dated. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
  - e. During the period of the contract, the City reserves the right to require the contractor to furnish certificates of insurance for the coverage required.
  - f. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein before any work is started.
  - g. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of their liabilities provisions of the contract.
  - h. The City, its officers and employees shall be named as an "additional insured" in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate that his coverage "is primary to all other coverage the City may possess."
  - i. If an "ACCORD" Insurance Certificate form is used by the Contractor's insurance agent, the words, "endeavor to" and "..... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out.

## **7. Invoicing And Payment**

The City will require separate invoices for the City Government and City School participants.' Upon satisfactory delivery of the products and/or completion of the services, all invoices to the City shall reference the applicable Purchase Order number and be submitted to the City government and City school representative as designated. :

The prices and payments shall be full compensation for the products, services, labor, tools, equipment, transportation and all other incidentals necessary to deliver the products and/or complete the services ordered.

Payment will be made once each month based upon actual services rendered. All such invoices will be paid net thirty (30) days after receipt of an undisputed invoice unless (i) more favorable terms are stated on Contractor's invoice and the City elects to pay on such terms, or (ii) any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Payment by the City of such invoices does not mean or imply that the goods or services have been accepted and does not impair or limit in any way the City's full rights and remedies which shall be and remain as set forth hereof.

The City reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.

Conflicting pre-printed provisions on the reverse or front of the Contractor's form(s) shall be deemed deleted.

## **8. Safety**

All contractors and subcontractors performing services for the City are required to comply with OSHA standards, all other Federal and State guidelines, and other industry accepted safety rules and regulations.

## **9. Warranties**

Contractor represents and warrants that all products will be new, free from defects in material or workmanship and will conform to, comply, function and perform in accordance with the requirements and specifications, and that Contractor will make all necessary adjustments, repairs and replacements to maintain all goods in such condition during the term of the applicable warranty, in accordance with the terms and conditions hereof. Unless otherwise specified such adjustments, repairs and replacements will be provided at no additional cost to the City during the applicable warranty term. Contractor further warrants that each product furnished under the contract will perform such general and specific operations and have such general and specific characteristics as described and claimed for them in any of Contractor's published literature, descriptions and specifications whether or not such literature, descriptions and specifications are included in or referenced by a Purchase Order or this Agreement.

Contractor warrants to the City that services provided hereunder shall be diligently, efficiently and skillfully performed in a manner which meets or exceeds the highest prevailing standards in the industry, and in accordance with applicable specifications.

All warranties shall survive inspection, acceptance and payment.

Contractor's and/or manufacturer's warranty shall cover all parts and factory labor.

## **10. Default**

In case of failure to deliver products, to meet specifications, in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional

purchase and administrative costs. This remedy shall be in addition to any other remedies which the City may have.

## **11. Termination**

Subject to the provisions below, the contract may be terminated by the City upon thirty days (30) written notice; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the City until said work or services are completed and accepted.

### **a. Termination for Convenience**

In the event that the contract is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall pay the Contractor a reasonable, equitable adjustment in the contract price for completed performance, but no amount shall be allowed for anticipated profit on unperformed services.

### **b. Termination for Cause**

The City may terminate the contract for cause, default, or negligence on the part of the Contractor at any time. Termination by the City for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provision (a) hereinabove; termination cost, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause. In the event any Termination for Cause is found to be improper or invalid by any court of competent jurisdiction, then such termination shall be deemed to have been a Termination for Convenience.

### **c. Termination Due to Unavailability of Funds in Succeeding Fiscal Years**

Applicable multiyear contracts may be continued each fiscal year only after funding appropriations and program approval have been granted by the Falls Church City Council. If necessary funds are not appropriated or otherwise made available to support continuation of the performance of the contract in a subsequent fiscal year, then the contract shall be canceled on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first, and the Contractor shall be reimbursed for the reasonable value of any documented nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under this agreement. No amount shall be allowed for anticipated profit on unperformed services.

## **12. Inspection And Acceptance**

The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications. If goods or services do not conform to requirements, in addition to all other rights and remedies City may have, the City may reject the goods or services in full or part. Non-conforming goods may be returned or non-conforming services rejected at the City's option for refund, credit or replacement at Contractor's expense. Goods rejected upon receipt remain the property of Contractor. The City's inspection, or lack of inspection, shall not affect any express or implied warranties, nor shall the City waive any rights to return goods which contain latent defects discovered in the testing of the City's products containing such goods. Nothing in this section affects or limits any of the City's rights or remedies available under the contract.

## **13. Delays**

If delay is foreseen, Contractor shall give thirty (30) days prior written notice to the designate City Project Manger. The City has the right to extend delivery date if reasons appear, in the sole discretion of the City, to be valid. Contractor must keep the City

advised at all times of status of order. Except as otherwise provided in the contract, default in promised delivery or failure to meet specifications, authorizes the City to purchase supplies, equipment, or services elsewhere and charge full increase in cost and handling to defaulting Contractor.

**14. Obligation Of Bidder/Offeror**

By submitting a bid/proposal, the Contractor covenants and agrees that he has satisfied itself, from its own investigation of the conditions to be met, that Contractor fully understands bidder's obligation and will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

**15. Debarment Status**

By submitting their bids, all bidders certify that they are not currently debarred from submitting bids on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the Commonwealth of Virginia.

**16. Correspondence**

All communications between the parties relating to material contractual issues shall be through the Purchasing Manager and must be in writing to be deemed binding.

**17. Work Site Damages**

Any damage to property, whether owned by the City or others, resulting from work performed under this contract, shall be repaired or replaced to the City's satisfaction at the Contractor's expense. Contractor shall immediately notify City of any such damages.

**18. Purchase Orders**

Contractor shall not start work prior to the receipt of a purchase order. A purchase order may be enclosed with the resulting contract or may be issued shortly thereafter, and will become an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15 or the Code of the Commonwealth of Virginia and assures distribution of the necessary receiving reports.

Any purchase order issued by the City which references this solicitation or resultant contract, shall be deemed to be placed under and incorporate the terms and conditions of this solicitation or resultant contract as well as any supplemental terms and conditions agreed to by the parties in writing. However, the City's failure to specifically incorporate, identify, or reference the contract on any purchase order shall in no manner affect the applicability of these terms and conditions.

**19. Data Sources**

The City will provide the Contractor with all necessary and available data possessed by the City that relates to the contract. However, the Contractor is responsible for all costs for acquiring other data or processing, analyzing, or evaluating City data.

**20. Additions/Deletions:**

The City reserves the right to add similar items/services or delete items/services specified in the resultant contract as requirements change during the period of the contract. The City and the Contractor will mutually agree to prices for items/services to be added to the contract and/or reduction in overall costs for items/services deleted. Contract amendments will be issued for all additions or deletions.

**21. Changes**

The City may, at any time, by written order, require changes in the products to be provided or services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractor's cost of, or time required for performance of any



services or provision of products under the contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The City must approve all work that is beyond the scope of this solicitation. Actual projects/tasks will be ordered in writing by the City, unless for an emergency situation, the Contractor may not begin work on projects until such time as a written authorization and approval of the funding for the project is made.

No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the City.

## **22. Dispute Resolution**

Arbitration shall not be applicable but the parties shall negotiate in good faith to resolve any dispute arising under this Agreement. Disputes by Contractor with respect to the contract which are not otherwise disposed of by mutual agreement shall be submitted in writing and forwarded to the City Purchasing Manager. The Contractor's dispute shall detail all pertinent facts of the dispute and the desired outcome.

Such dispute shall be considered and decided in the first instance by the City's Purchasing Manager, whose decision shall be reduced to writing and forwarded to the Contractor within twenty (20) days of receipt of such written dispute. The decision of the Purchasing Manager shall be final and binding unless within twenty (20) days from the date of such decision, the Contractor forwards a written appeal addressed to the City Manager with copy to the Purchasing Manager. Within twenty (20) days of receipt of such written appeal, the City Manager shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Contractor.

The decision of the City Manager shall be final and binding unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. Pending a final determination of a properly appealed decision of the Purchasing Manager, the Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

In accordance with §2.2-4363 of the Code of Virginia, Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment. However, written notice of the contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

## **23. Non-Waiver**

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of the contract, shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

The City's failure at any time to enforce any of the provisions of the contract or any right or remedy available hereunder or at law or equity, or to exercise any option herein provided will in no way be construed to be a waiver of such provisions, rights, remedies or options or in any way to affect the validity of this agreement. The exercise by the City of any rights, remedies or options provided hereunder or at law or equity shall not preclude or prejudice the exercising thereafter of the same or any other rights, remedies, or options.

## **24. News Release/Publicity By Contractors**

As a matter of policy, the City does not endorse the products or services of a Contractor. News releases or other publicity concerning any resultant contract from this solicitation

will not be made by a Contractor without the prior written approval of the City. All proposed news releases will be routed to the Purchasing Manager for review and consideration of approval.

#### **25. Relationship Of Parties**

In providing any goods or services under any resulting contract, the Contractor is acting solely as an independent contractor and not as an agent of any other party. Persons furnished by the respective parties shall not be considered employees of the other party for any purpose. Nothing contained in the solicitation or any resultant contract is intended to give rise to a partnership or joint venture between the parties.

#### **26. Provisions Required By Law Deemed Inserted**

Each and every provision of laws and clauses required by law to be inserted in a contract resulting from this solicitation shall be deemed to be inserted and incorporated by reference. The contract shall be read and enforced as though the required provisions are included and if through mistake or otherwise, any such provision is not inserted or not correctly inserted, then upon the application of either party, the contract may be amended to make such Insertion.

### **XIII. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERS**

- A. The general rules and conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the City, unless otherwise specified. Bidders/Offerors or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and relief cannot be secured on the plea of error.
- B. Subject to all state and local laws and all rules, regulations and limitations imposed by legislation of the federal government, bids/proposals on all solicitations issued by the City will bind bidders/offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.
- C. If there is a conflict between the terms and conditions in this "General Conditions and Instructions to Bidder/Offeror" and the Specific Provisions and/or conditions in other attachments to this solicitation, the latter shall take precedence.
  - 1. **DEFINITIONS:** The terms defined in this section shall have the meanings set forth below whenever they appear regardless of case (capitalized or not), unless the context in which they are used clearly requires a different meaning or a different definition is described for a particular Section or provision:
    - a. **BEST VALUE:** As predetermined in the Request for Proposal, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.
    - b. **BID:** The offer of a bidder to provide specific goods or services at specified prices and/or other conditions specified in the solicitation (Invitation for Bid).
    - c. **BIDDER/OFFEROR:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Manager and offering to enter into contracts with the City. The term "bidder" will be used throughout this document and shall be construed to mean "offeror" where appropriate.
    - d. **CONTRACTOR:** Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the City.
    - e. **CITY:** City of Falls Church.
    - f. **DAY:** Unless otherwise specified "day" or "days" shall mean calendar days

- g. **GOODS:** All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.
- h. **INFORMALITY:** A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or the request for proposal which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.
- i. **INVITATION FOR BID (IFB):** A request which is made to prospective suppliers (bidders) for their quotation on goods or services desired by the City. The issuance of an IFB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.
- j. **OPEN MARKET PROCUREMENT:** A method of competitive bidding for the purchase or lease of goods, non-professional services or for the purchase of insurance, construction, or construction management when the estimated cost thereof shall be less than \$50,000.
- k. **PROFESSIONAL SERVICES:** Any type of professional service performed by an independent contractor within the practice of accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering (which shall be procured as set forth in the Code of Virginia §2.2-4301 in the definition of competitive negotiation at paragraph 3 (a).
- l. **PROPOSAL:** The offer of a supplier to provide goods and/or services in accordance with general specifications or requirements in a Request for Proposal solicitation (RFP). A Proposal is subject to scope and price negotiation.
- m. **PURCHASING MANAGER:** The Purchasing Manager employed by the City of Falls Church, Virginia.
- n. **REQUEST FOR PROPOSAL (RFP):** A request which is made to prospective suppliers (Offeror) for a Proposal. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference other contractual terms and conditions applicable to the procurement.
- o. **RESPONSIBLE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the contract requirements, and also having the moral and business integrity and reliability which will assure good faith performance, and having been prequalified, if required. (Reference Section 22 "AWARD OR REJECTION OF BIDS/OFFERS" below).
- p. **RESPONSIVE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having submitted a bid which conforms in all material respects to the Invitation For Bid or Request For Proposal. (Reference Section 22 "AWARD OR REJECTION OF BIDS/OFFERS" below).
- q. **SERVICES:** Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.
- r. **SOLICITATION:** Depending upon the context – (1) an RFP or IFB or (2) the process of notifying prospective bidders/offerors that the City wishes to receive bids/proposal on a set of requirements to provide goods or services.
- s. **STATE:** Commonwealth of Virginia.

**CONDITIONS OF SOLICITATION RESPONSE (BID OR PROPOSAL)**

- 2. **FORMS** - Unless otherwise specified in the solicitation, all bids shall be submitted on the forms provided, including the Pricing Schedule(s), properly signed in ink in the proper spaces and submitted in a sealed envelope. Should the bid prices and/or any other submissions differ on the copy of the submitted bid, the ORIGINAL copy shall prevail.

3. **ERRORS IN BIDS**-When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder.
4. **WITHDRAWAL OF BIDS**-
  - a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his or her bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder shall give notice in writing to the Purchasing Manager of his or her claim of right to withdraw his or her bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
  - b. A bidder for a contract other than for public construction may request withdrawal of his or her bid under the following circumstances:
    - 1) Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the Purchasing Manager in writing.
    - 2) Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the Purchasing Manager, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the City may exercise its right of collection.
  - c. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
  - d. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid.
  - e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
  - f. If the City denies the withdrawal of a bid under the provisions of this paragraph, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.
  - g. Work papers, documents, and materials submitted in support of a withdrawal of bids may be considered as trade secrets or proprietary information subject to the conditions of the Virginia Freedom of Information Act.
5. **ACCEPTANCE OF BIDS/PROPOSALS - BINDING 90 DAYS** - Unless otherwise specified, all bids or proposals submitted shall be binding for ninety (90) calendar days following solicitation opening date, unless extended by mutual consent of all parties.
6. **BID OPENING** - All bids received in response to an Invitation for Bid (IFB) will be opened at the date, time and place specified, read publicly, and made available for inspection as provided in paragraph in this section entitled "Virginia Freedom of Information Act".

7. **PROPOSAL OPENING** – The City is not obligated to open proposals in public. If the City elects to do so, only the names of the Offerors submitting proposals will be read aloud. All proposals received in response to a Request for Proposal (RFP) made available for inspection as provided in paragraph in this section entitled “Virginia Freedom of Information Act”.
8. **LATE BIDS/PROPOSALS:** LATE bids/proposals will be returned to bidder/offeror UNOPENED if the IFB/RFP number and return address is shown on the envelope.
9. **CONDITIONAL BIDS** - Conditional bids are subject to rejection by the City in whole or in part.
10. **BIDS FOR ALL OR PART** - Unless otherwise specified in the solicitation, the City reserves the right to make award on all items in the aggregate or on any of the items on an individual basis, whichever is in the best interest of the City. A bidder may restrict his/her bid to consideration in the aggregate by so stating but shall name a single unit price on each item bid. Any bid in which the bidder names a total price for all the articles without quoting a unit price for each and every separate item may not be considered for award.
11. **OMISSIONS & DISCREPANCIES**-Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications. Should a bidder find discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, he or she shall notify the Purchasing Manager at least five (5) business days prior to the date set for the opening of bids. If necessary, the Purchasing Manager will send a written addendum for clarification to all bidders no later than three (3) business days before the date set for opening of bids. Notifications regarding specifications will not be considered if received within five days of the date set for opening of bids.
12. **BIDDER/OFFEROR INTERESTED IN MORE THAN ONE SOLICITATION** - If more than one bid or proposal is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
13. **TAX EXEMPTION:** The City is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption registration number 54-6001271 applies. Certificated furnished upon request. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the City. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.
14. **SUBSTITUTIONS:** No substitutions or cancellations permitted without prior written approval by the Purchasing Manager.
15. **CONDITION OF COMMODITIES:** All items bid/proposed shall be new, latest model, design or pack and in first class condition, including containers suitable for shipments and storage, unless otherwise indicated in bid invitation/proposal request. Verbal agreements to the contrary will not be recognized.
16. **PROHIBITION AGAINST UNIFORM PRICING** - The City shall encourages open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market methods of procurement. In submitting a solicitation response each bidder/offeror shall, by virtue of submitting a bid/proposal, guarantee that he or she has not been a party with other bidders/offerors to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render void the bids of participating bidders. Any disclosure to or acquisition by a competitive bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor may render the entire proceedings void and may require re-advertising for bids.

17. **PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED BIDDING:** No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
18. **SAMPLES:** Samples, if required, must be furnished free of expense to the City on or before date specified; if not destroyed in examination, they will be returned to bidder, if requested, at bidder's expense. Each sample must be marked with the bidder's name and address, City's request number and opening date. **DO NOT ENCLOSE IN OR ATTACH BID TO SAMPLE.**

### **SPECIFICATIONS**

19. **BRAND NAME OR EQUIVALENT ITEMS-**Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the City in its sole discretion determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
20. **FORMAL SPECIFICATIONS-**When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.  
  
The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.
21. **FEDERAL SPECIFICATIONS-**Any Federal Specifications referred to herein may be obtained from the GSA Federal Supply Service Bureau - Specification Section, 470 East L'Enfant Plaza, S.W., Suite #8100, Washington, D.C. 20407 (Voice: 1-202-619-8925, Fax: 1-202-619-8978).

### **AWARD**

22. **AWARD OR REJECTION OF BIDS/OFFERS:**
  - a. The City shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the City to accept it.
  - b. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the City taking into consideration the evaluation factors set forth in the RFP.
  - c. In determining the responsibility of a bidder or offeror, a number of factors, including but not limited to the following factors will be considered. The bidder/offeror should:
    - 1) be a regular dealer, supplier, or contractor, or when required in the solicitation an authorized dealer, of the goods or services offered;
    - 2) have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
    - 3) have a satisfactory record of performance;
    - 4) have a satisfactory record of integrity; and,
    - 5) have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the terms of the purchase order or Contract.
  - d. To be considered for an award, a bid or offer must comply in all material respects with the RFP or IFB. Responsiveness relates to compliance with the provisions of the solicitation, including specifications and terms and conditions. Failure to comply with the requirements set forth in the RFP or IFB may result in a proposal being declared

nonresponsive, (e.g., failure to sign a proposal or bid, failure to return the required RFP or IFB documents, etc.) Such other information as may be secured by the City having a bearing on the decision to award the contract.

- e. The City reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/offers and to waive any informality in bids/offers received whenever such rejection or waiver is in the best interest of the City. Award may be made to as many bidders/offerors as deemed necessary to fulfill the anticipated requirements of City.
  - f. The City also reserves the right to reject the bid of a bidder deemed to be a non-responsible bidder.
  - g. All awards for good and services over \$100,000 and professional services over \$60,000 are contingent upon City Council approval.
  - h. The City has the indisputable right to
    - 1) accept or reject any bid/proposal, or part of any proposal,
    - 2) to cancel any solicitation, and/or
    - 3) stop any solicitation.
23. **NOTICE OF ACCEPTANCE/CONTRACT DOCUMENTS** - A written award notice (or Acceptance Agreement, contract, or Purchase order) mailed (or otherwise furnished) to the successful bidder/offeror within the time for acceptance specified in the solicitation shall be deemed to result in a binding contract. The following documents which are included in the solicitation shall be incorporated by reference in the resulting contract and become a part of said contract:
- a. City Solicitation Forms and other documents which may be incorporated by reference, if applicable,
  - b. General Conditions and Instructions to Bidders,
  - c. Specific or Special Provisions and Specifications,
  - d. Pricing Schedule,
  - e. Any Addenda/Amendments/Memoranda of Negotiations
24. **TIE-BIDS** – If all bids are for the same total amount or unit price (including authorized discounts and delivery times), and if the public interest will not permit the delay of readvertisement for bids, the City has a right award the contract to the resident City of Falls Church tie bidder whose firm has its principal place of business in the City, or if there be none, to the resident Virginia tie bidder, or if there be none, to one of the tie bidders by drawing lots in public; or the City may purchase the goods or services in the open market except that the price paid shall not exceed the lowest contract bid price submitted for the same goods or services. The decision of the City to make award to one or more such bidders shall be final.
25. **PROMPT PAYMENT DISCOUNT** - In connection with any discount offered, time will be computed from the date of delivery of the services or supplies to the carrier when delivery, inspection and acceptance are at the point of origin; or, from date of delivery, inspection and acceptance at destination; or, from date correct invoice or voucher is received in the office specified by the City, if the latter is later than the date of acceptance. In the event the bidder does not indicate a prompt payment discount, it shall be construed to mean NET 30 days.
26. **INSPECTION-ACCEPTANCE** - Inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.
27. **CONTRACT ALTERATIONS** - No alterations in the terms of a contract shall be valid or binding upon the City unless made in writing and signed by the City's authorized representative.
28. **SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS** - It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the

previous written consent of the City. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Manager immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.

29. FUNDING-A contract shall be deemed binding only to the extent of appropriations available for the purchase of goods and services.

### **CONTRACT PROVISIONS**

30. ANTI-TRUST: By entering into a contract, the bidder/offeror conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract. Consistent and continued tie bidding could cause rejection of bids by the City and/or investigation for Anti-Trust violations.

31. INDEMNIFICATION-Contractor shall indemnify, keep and hold harmless the City, its agents, officials, and employees against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the City in consequence of the granting of a contract or which may otherwise result therefrom including the use of any materials, goods or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the City or to failure of the City to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the City as herein provided.

32. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the City.

33. CONTRACT DOCUMENTS: The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, the signed bid/proposal submitted by the Contractor, the Specific Provisions/, Specifications, Specific Terms and Conditions, and the General Terms and Conditions Instructions to Bidders/Offerors, all of which shall be referred to collectively as the Contract Documents.

If the contractor has a standard contract form, this form shall be submitted with the bid/proposal submittal for the City's review and consideration of its terms and conditions.

34. ANTI-DISCRIMINATION: By submitting their bids/proposals all bidders/offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000.00 the provisions in "a" and "b" below apply:

- a. During the performance of this contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.



- b. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
35. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the City.
- By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
36. **CRIMINAL SANCTIONS:** The provisions referenced in Item 27 supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
37. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth.
- The Contractor shall comply, at its own expense with applicable federal, state and local laws and regulations and orders that are directly or indirectly related to the Contractor's performance under and resultant contract, including procurement of required permits, certificates, licenses, insurance, approvals, and inspections.
38. **FORCE MAJEURE:** Neither party shall be liable for any delay or failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, acts by the public enemy, or other cause beyond such party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).
39. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the City, the Contractor certifies that the Contractor does not, and shall not, during the performance of the Contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
40. **USE OF INFORMATION:** Any specifications, drawings, sketches, models, samples, tools, computer or other apparatus programs, technical or business information or data, written, oral, or otherwise (all hereinafter designated "Information") which the City furnished, or shall furnish, to the Contractor under the contract or in contemplation of this agreement, or that Contractor comes in contact with on City premises or under City control shall remain City property. All copies of such information in written, graphic or other tangible form, and all information, ideas, discoveries, improvements, derived from or reflecting such information, shall be returned to City at its request, and in any event within thirty (30) days after the expiration or termination of the contract. Unless such information was previously known to Contractor free of any obligation to keep it confidential, or has been or is subsequently made public by City or a third party without breach of any agreement, it shall be kept strictly confidential and shall be used only in performing services under this Agreement, and may not be used for other purposes except upon such terms as may be agreed upon between Contractor and City in writing. Unless approved in writing by the Purchasing Manager, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared, or assembled by the Contractor under the final contract.
41. **RECORD RETENTION/AUDITS:** The Contractor shall maintain accurate records of all invoices, amounts billable to and payments made by the City, during the performance of the contract and for a period of three (3) years from the completion of this agreement. Such records shall include,

but not be limited to: all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Contractor's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments, and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the City on demand and without advance notice during the Contractor's normal working hours. City personnel or designee may perform in-progress and post-audits of the Contractor's records.

42. **BANKRUPTCY:** If the Contractor should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the Contractor's insolvency, or if the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the Contractor otherwise defaults, then the City may without prejudice to any other right or remedy, and after giving the Contractor seven (7) days written notice, terminate the contract Contractor and procure such goods or services from other sources. In such event, the Contractor shall be liable to the City for any additional cost occasioned by such failure or other default. In such cases, the Contractor shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the Contractor shall pay the difference to the City.
43. **SUBCONTRACTING:** If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Business Assistance <http://www.dba.state.va.us/>; the Virginia Department of Minority Business Enterprise <http://www.dmbe.state.va.us/>; local chambers of commerce and other business organizations. As part of the contract award, if requested by the City, the prime contractor agrees to provide the names and addresses of each subcontractor that subcontractor's status as defined by the Commonwealth of Virginia as small, minority-owned and/or woman-owned business and the type and dollar value of the subcontracted goods/services provided.

The Contractor may subcontract third party issues performed under the contract, but must submit a written list of those subcontractors, their addresses, personnel who will be performing the work, and a description of the work to be performed to the City prior to the work actually being done. The City must agree to the third party's work and reserves the right to deny the third party access if necessary.

44. **PAYMENTS TO SUBCONTRACTORS:** Within seven (7) days after receipt of amounts paid by the City for work performed by a subcontractor under this Agreement, the Contractor shall either:
- Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this agreement; or,
  - Notify the City and subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven-day period except for amounts withheld as allowed in item b. above.

Unless otherwise provided under the terms of this agreement, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include this provision in each of its subcontracts requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the City.

45. **TIME OF THE ESSENCE:** - Time is of the essence in respect to all provisions of the contract that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this agreement.

46. **PRICE REDUCTION**-If at any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the Purchasing Manager of such reduction by letter. **FAILURE TO DO SO MAY REQUIRE TERMINATION OF THE CONTRACT.**

The Contractor, if requested, shall furnish, within ten (10) days after the end of the contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the bid, or (2) if any such general price reductions were made, that as provided above, they were reported to the Purchasing Manager within ten (10) days and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Manager was notified of any such reduction.

47. **QUALITY:** - All products, parts, materials, assemblies, etc. shall be new, not refurbished, and free of cosmetic defects. Proposed products shall meet or exceed industry standards for quality and reliability. Product design and construction must be consistent with current best industry or engineering practices.

All services shall be performed in a first class workmanlike manner in accordance with current industry standards.

All products and services shall meet the current applicable state and federal rules and guidelines.

48. **KEY PERSONNEL** - Any personnel named in the bid/offer details will remain responsible for performance of the described task(s) throughout the period of any contract resulting from the solicitation. No diversion or replacement may be made without advance written notice to the Purchasing Manager and submission of a resume of the proposed replacement for review and approval by the City.
49. **REPORTS** - The Contractor must submit status reports as requested appropriate to the tasks and projects that are developed under contract in a form, format and frequency satisfactory to the City.
50. **AUTHORIZED DEALER/DISTRIBUTOR RESPONSIBILITIES** - The Contractor, as the manufacturer or an authorized dealer/distributor of the products specified in the solicitation, hereby transfers all rights, including software rights, licenses and documentation to the City upon product acceptance.
51. **OWNERSHIP OF MATERIAL** - Ownership of all data, materials and documentation originated and prepared for the City pursuant to the bid shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act.

**SHIPPING/DELIVERY PROVISIONS**

52. **SHIPPING** - Unauthorized advance shipments and shipments other than for the quantity ordered are returnable at Contractor's expense. Delivery shall not be deemed complete until the goods have been actually received by City at its facility.
53. **RESPONSIBILITY FOR SUPPLIES TENDERED** - Unless otherwise specified in the solicitation, the Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the City may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.
54. **INSPECTIONS** - Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the City will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications.
55. **COMPLIANCE** - Delivery must be made as ordered and in accordance with the solicitation or as directed by the Purchasing Agent when not in conflict with the bid. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the City, there shall be added to the time of completion a time equal to the period of such delay caused by the City. However, the contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction contracts. See Special Provisions for the individual solicitation.
56. **POINT OF DESTINATION** - All materials shipped to the City must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.
57. **ADDITIONAL CHARGES** - Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.
58. **METHOD AND CONTAINERS** - Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the City unless otherwise specified by bidder.
59. **REPLACEMENT** - Materials or components that have been rejected by the Purchasing Agent, in accordance with the terms of a contract, shall be replaced by the Contractor at no cost to the City.
60. **PACKING SLIPS OR DELIVERY TICKETS** - All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
  - a. The Purchase Order Number,
  - b. The Name of the Article and Stock Number (Supplier's),
  - c. The Quantity Ordered,
  - d. The Quantity Shipped,
  - e. The Quantity Back Ordered,
  - f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

### **BIDDER/OFFEROR REMEDIES**

#### **61. PROTEST OF AWARD OR DECISION TO AWARD:**

- a. Any bidder or offeror may protest the award or decision to award a contract by submitting a protest in writing to the Purchasing Manager, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Any potential bidder or offeror on a Contract negotiated on a sole source or emergency basis who desires to protest the award or decision to award such contract shall submit such protest in the same manner no later than ten (10) days after posting or publication of the notice of such Contract. However, if the protest of any actual or potential bidder or offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction which are subject to inspection then the time within which the protest must be submitted shall expire ten (10) days after those records are available for inspection by such bidder or offeror, or at such later time as provided herein. No protest shall lie for a claim that the selected bidder or offeror is not a responsible offeror. The written protest shall include the basis for the protest, and the relief sought. The Purchasing Manager shall issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in the Code of Virginia.
- b. If prior to award it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The Purchasing Manager shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a Contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the Contract may be declared void by the City. Where the award has been made and performance has begun, the Purchasing Manager may declare the Contract void upon a finding that this action is in the best interests of the City. Where a Contract is declared void, the performing Contractor shall be compensated for the cost of performance at the rate specified in the Contract up to the time of such declaration. In no event shall the performing Contractor be entitled to lost profits.
- c. Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.
- d. An award need not be delayed for the period allowed a bidder or offeror to protest, but in the event of a timely protest, no further action to award the Contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

#### **62. APPEAL OF DENIAL OF WITHDRAWAL OF SOLICITATION**

- a. A decision denying withdrawal of a bid/offor submitted by a bidder or offeror shall be final and conclusive unless the bidder/offeror appeals the decision within ten (10) days after receipt of the decision by instituting legal action as provided in the Code of Virginia. The bidder or offeror may not institute legal action until all statutory requirements have been met.
- b. If, upon appeal, it is determined that the decision refusing withdrawal of the bid/offor was arbitrary or capricious, the sole relief shall be withdrawal of the bid/offor.

#### **63. APPEAL OF DETERMINATION OF NONRESPONSIBILITY-**

- a. Any bidder who, despite being the apparent low bidder, is determined not to be a responsible bidder for a particular City contract shall be notified in writing by the Purchasing Manager. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten (10) days of receipt of the notice by instituting legal action as provided in the Code of Virginia. The bidder may not institute legal action until all statutory requirements have been met.

- b. If, upon appeal, it is determined that the decision of the City was arbitrary or capricious and the award for the particular City contract in question has not been made, the sole relief available to the bidder shall be a finding that the bidder is a responsible bidder for the City contract in question. Where the award has been made and performance has begun, the City may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

#### **GENERAL**

- 64. **LEGAL ACTION:** No bidder/offeror, potential bidder/offeror, or subcontractor shall institute any legal action until all statutory requirements have been met.
- 65. **RIGHTS OF THE CITY:** The City reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsive and responsible bidder or most qualified and best suited offeror to best serve the interest of the City.
- 66. **QUALIFICATIONS OF BIDDERS/OFFERORS:** The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods, and the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect the bidder's/offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bid/offeror fails to satisfy the City that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- 67. **DELIVERY/SERVICE FAILURES:** Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Manager, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Manager, shall constitute authority for the Purchasing Manager to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the City, within a reasonable time specified by the Purchasing Manager, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the City reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Manager.
- 68. **GUARANTEES & WARRANTIES:** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Manager before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.
- 69. **GENERAL GUARANTY:** The Contractor agrees to:
  - a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or City.
  - b. Protect the City against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
  - c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
  - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the City.
  - e. Protect the City from loss or damage to City owned property while it is in the custody of the Contractor.

70. SERVICE CONTRACT GUARANTY: The Contractor agrees to:
- Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions therein set forth provided that the City may reduce the said services at any time.
  - Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
  - Render all work and services in strict conformance to all laws, statues, and ordinances and the applicable rules, regulations, methods, and procedures of all government boards, bureaus, offices, and other agents.
  - Allow services to be inspected or reviewed by an employee of the City at any reasonable time and place selected by the City. The City shall be under no obligation to compensate the offeror for any services not rendered in strict conformity with the contract.
  - Stipulate that the presence of a City inspector shall not lessen the obligation of the offeror for performance in accordance with the contract requirements, or be deemed a defense on the part of the offeror for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Manager.
71. OFFICIALS NOT TO BENEFIT-
- Each bidder/offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no City of Falls Church official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
  - Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the contractor has failed to disclose such benefit or has inadequately disclosed it, the City Manager, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
  - In the event the bidder or offeror has knowledge of benefits as outlined above, this information should be submitted with the bid or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder or offeror shall address the disclosure of such facts to the City of Falls Church, 300 Park Avenue, Falls Church, VA 22046. Relevant Invitation/Request for Proposal Number should be referenced in the disclosure.
72. REGISTERING OF CORPORATIONS-Any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733. The consequences of failing to secure a certificate of authority are set forth in Virginia Code Section 13.1-758.
73. COVENANT AGAINST CONTINGENT FEES-The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

74. VIRGINIA FREEDOM OF INFORMATION ACT: All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
- b. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the City decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- c. Trade secrets or proprietary information submitted by a offeror or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to the prequalification process identified in the Special Provisions, shall not be subject to the Virginia Freedom of Information Act; however, the offeror or subcontractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Nothing contained in this section shall be construed to require the City, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the City.

75. INELIGIBILITY:

- a. Any person or firm suspended or debarred from participation in City procurement shall be notified in writing by the Purchasing Manager.

The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.

The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.

- b. The Purchasing Manager shall have the authority to suspend or debar a person or firm from offering a proposal/bid on any contract for the causes stated below:
  - 1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  - 2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City Contractor;
  - 3) Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;
  - 4) Violation of Contract provisions, as set forth below, of a character which is regarded by the Purchasing Manager to be so serious as to justify suspension or debarment action:
    - (a) failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or,
    - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for suspension or debarment;



- 5) Any other cause the Purchasing Manager determines to be so serious and compelling as to affect responsibility as a bidder/offeror, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
  - 6) The offeror/bidder has abandoned performance or been terminated for default on any other City project;
  - 7) The offeror/bidder is in default on any surety bond or written guarantee on which the City is an obligee.
  - c. If, upon appeal, it is determined that the action taken by the Purchasing Manager was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.
76. SMALL, WOMAN AND MINORITY-OWNED BUSINESS (SWAM):
- a. The City encourages Small, Woman and Minority-owned business to participate in business opportunities with the City. In order to qualify as a Small, Woman and Minority-owned (SWAM) business your business must be certified by the Virginia Department of Minority Business Enterprise.
  - b. In connection with the performance of this contract, the City also encourages contractors to use their best effort to insure that SWaM businesses have the maximum practicable opportunity to compete for subcontract work consistent with the efficient performance of this contract.
  - c. Where Federal grants or monies are involved it is the policy of City, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.
  - d. Contact the Virginia Department of Minority Business Enterprise for more information regarding certification and certified businesses: <http://www.dmb.e.virginia.gov/>
77. DRUG FREE WORKPLACE-During the performance of a contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
78. AMERICANS WITH DISABILITY ACT - The City is fully committed to letter and spirit of the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all City programs, activities and services. The City's government contractors, subcontractors, offerors, and/or suppliers are subject to this ADA policy. All individuals having any City contractual agreement must make the same commitment. The Contractor's acceptance of any contract with the City acknowledges your commitment and compliance with ADA.

**XIV. Attachments and Forms**

**Attachment 1 – Current Plan Design (PDF Files)**

Attachment 1A	Group Benefits Brochure – Life Insurance
Attachment 1B	Group Benefits Brochure – Long Term Disability

**Attachment 2 – Proposed Plan Design**

Attachment 2A	Group Life Proposed Plan Design
Attachment 2B	Dependent Life Proposed Plan Design

**Attachment 3 – Experience/Rate History (PDF Files)**

Attachment 3A	Recent Invoices
Attachment 3B	Premium Reconciliation
Attachment 3C	Optional Life Insurance Rates

**Attachment 4 – Projected Cost Illustrations**

**Attachment 5 – Questionnaire**

**Attachment 6 –Exhibits To Be Provided Upon Request (PDF Files)**

Exhibit I:	City Government Census
Exhibit II:	City Schools Census

**Attachment 1 – Current Plan Design**

**CURRENT PLAN DESIGN**

See Attached Files (PDF)

Attachment 1A	Group Benefits Brochure – Life Insurance
Attachment 1B	Group Benefits Brochure – Long Term Disability

## Attachment 2 – Proposed Plan Design

### ATTACHMENT 2A

### GROUP LIFE PROPOSED PLAN DESIGN

#### Definitions:

Proposal I: Match existing plan designs  
Group Life Insurance; Dependent Life Insurance; Long Term Disability Insurance

Proposal II: Include all full and part time career employees in the definition of eligibility for Life and LTD, but providing no Life for retirees.

Proposal III: Include all employees and retirees for Life and LTD, and give illustration of life coverage of \$10,000 to retirees.

Proposal IV: Optional Vendor Proposal.

Group Life	Proposal I	Proposal II	Proposal III	Proposal IV
<b>Benefit</b>				
<b>Maximum Benefit</b>				
<b>Guarantee Issue Amount</b>				
<b>Waiver of Premium</b>				
<b>Reduction Schedule</b>				
<b>Accelerated Death Benefit</b>				
<b>Conversion</b>				
<b>Assignment</b>				
<b>Survivor Support/Benefit Funding Options</b>				
<b>Suicide Exclusion</b>				
<b>Participation Requirement</b>				
<b>Rate Guarantee</b>				
<b>Select Risk Questionnaire</b>				
<b>Blood Testing Requirement</b>				

Optional Plans may be included

ATTACHMENT 2B

DEPENDENT LIFE PROPOSED PLAN DESIGN

Definitions:

Proposal I: Match existing plan designs  
Group Life Insurance; Dependent Life Insurance; Long Term Disability Insurance

Proposal II: Include all full and part time career employees in the definition of eligibility for Life and LTD, but providing no Life for retirees.

Proposal III: Include all employees and retirees for Life and LTD, and give illustration of life coverage of \$10,000 to retirees.

Proposal IV: Optional Vendor Proposal

Dependent Life Insurance	Proposal I	Proposal II	Proposal III	Proposal IV
<b>Dependent (Age @ death)</b>				
<b>Live birth to 6 months</b>				
<b>6 months to 19 years (unless full-time student)</b>				
<b>Maximum amount of dependent's insurance</b>				
<b>Dependent's Guarantee Issue Amount</b>				
<b>Accelerated Death Benefit</b>				
<b>Conversion</b>				
<b>Suicide Exclusion</b>				
<b>Participation Requirement</b>				
<b>Rate Guarantee</b>				
<b>Select Risk Questionnaire</b>				
<b>Blood Testing Required</b>				

Optional Plans may be included

ATTACHMENT 2C DEPENDENT LIFE PROPOSED PLAN DESIGN

Definitions:

Proposal I: Match existing plan designs  
Group Life Insurance; Dependent Life Insurance; Long Term Disability Insurance

Proposal II: Include all full and part time career employees in the definition of eligibility for Life and LTD, but providing no Life for retirees.

Proposal III: Include all employees and retirees for Life and LTD, and give illustration of life coverage of \$10,000 to retirees.

Proposal IV: Optional Vendor Proposal.

Long Term Disability Benefits	Proposal I	Proposal II	Proposal III	Proposal IV
Definition of Full-Time Employee				
Monthly Benefit				
Maximum Benefit				
Minimum Benefit				
Elimination Period				
Interruption of Elimination Period				
Own Occupation Definition				
Survivor Income Benefit				
Duration of Benefits				
Income Covered				
Recurring Disability				
Social Security Integration				
Alcohol/Drug Abuse/Mental Health Limitation				
Pre-Existing Condition				
Partial Disability Benefit				
Work Incentive Benefit				
Indexing of Pre-disability Earnings				
Conversion				
Work Site Modification				
Musculoskeletal/Connective Tissues/Chronic Fatigue/Chemical & Environmental Sensitivities and/or Self-Reported Disability Limitation				
Benefit Offset by Salary Continuation/Sick Pay				
Exclusion for Disability Due to War-Related Condition				
Cost of Living Adjustment				
Participation Requirement				
Rate Guarantee				
Conditions of quote				

Optional Plans may be included

**Attachment 3 – Experience/Rate History**

**EXPERIENCE / RATE HISTORY**

See Attached Files (PDF)

Attachment 3A	Recent Invoices Basic & Supplemental Life/DLI Claim Summary Long-Term Disability Experience Summary
Attachment 3B	Premium Reconciliations Group Life Insurance Group Long Term Disability Insurance Optional Life Insurance

#### Attachment 4 – Projected Cost Illustrations

### **PROJECTED COST ILLUSTRATIONS**

The options below are to be completed for the proposals requested.

**Proposal I:** Match existing plan designs.  
Life/ LTD

	Rate	Est. Annual Cost
Life		
LTD		

**Rate Guarantee Period:** The above rates are guaranteed for \_\_\_\_\_ years.

**Proposal II:** Include all full and part time career employees in the definition of eligibility for Life and LTD, but providing no Life for retirees.

	Rate	Est. Annual Cost
Life		
LTD		

**Rate Guarantee Period:** The above rates are guaranteed for \_\_\_\_\_ years.

**Proposal III:** Include all employees and retirees for Life and LTD, and give illustration of life coverage of \$10,000 to retirees.

	Rate	Est. Annual Cost
Life		
LTD		

**Rate Guarantee Period:** The above rates are guaranteed for \_\_\_\_\_ years.

**Proposal IV:** Optional Vendor Proposal

	Rate	Est. Annual Cost
Life		
LTD		

**Rate Guarantee Period:** The above rates are guaranteed for \_\_\_\_\_ years.



**Attachment 5 - Questionnaire**

**QUESTIONNAIRE**

***A. Financial Questions***

1. How did you develop the Life and LTD rates quoted in this proposal? Please describe the credibility you assigned to actual experience and other factors used in determining the cost to underwrite this plan.
2. How would you calculate the renewal for this plan? Please describe what credibility you would assign to actual experience and provide a sample renewal calculation.
3. Do you provide an annual financial evaluation of the plan's performance? What information do you provide? What is the format? When is it provided?

***B. Administrative Questions***

1. Please enclose the most recent annual report for your organization including your ratings by Duff & Phelps, Moodys, AM Best and Standard & Poors.
2. Please provide an organization chart that shows how you will provide service to the City. Please include the Account Management, Claim Management and Clinical Support functions. Please include a brief biography for the Account Team members.
3. Please provide an implementation timetable that identifies the tasks that need to be completed, who will be responsible for completing them, and by what date they will be completed. What is the minimum lead time you will need to properly implement the program?
4. Please provide three references for whom you provide similar services to those requested in this proposal. References from other municipalities are desirable. If you have limited experience with municipalities, please provide references for similar size companies with similar types of benefit and administration issues. Please provide the name, company, address, and phone number for each of the three references.
5. What settlement options are available to beneficiaries who receive a life insurance benefit?
6. Please provide a description of the "Living Needs" provision of your life insurance program.
7. Please identify the claim processing locations that would be used to administer the City of Falls Church's plan.
8. What resources would be used in managing LTD claims?

9. Please describe the Rehabilitation Management services provided by your organization? Please identify the number of claims for which you performed rehabilitation Management in 1999 and the dollar savings associated with that review.
10. Please describe the Social Security Assistance services provided by your organization? Please identify the number of claims for which you performed Social Security Assistance in 1999 and the dollar savings associated with that review.
11. Please provide copies of your standard claim forms.
12. Do you use disability duration guidelines to manage disability claims? If so, how are the developed, updated and used in the claims management process?
13. Please provide duration guidelines and protocols for the following diagnoses:
  - A. Major Depressive Disorder, Recurrent Episode
  - B. Carpal Tunnel Syndrome
  - C. Uncomplicated Delivery of Newborn
  - D. Delivery of Newborn via Cesarean Section
  - E. Lumbar Strain
  - F. Occupational Stress
14. Please describe in detail the claim appeal process by your organization. How do you manage legal action which might arise from final claim denial?
15. Please provide copies of the reports which would be provided to the City to help them manage the disability plans.
16. What is the normal lag time between a properly completed claim received at your claims office and a check or draft mailed to the employer for the employee?

**Attachment 6 –Exhibits To Be Provided Upon Request**

**CENSUS INFORMATION**

In addition to the attachments included in this document, this RFP includes Exhibits which contain essential information required to respond to this solicitation. Included in the Exhibits is information that is not intended for wide distribution to third parties. To receive a copy of the Exhibits listed below, please send request to: Faye Smith, Purchasing Manager at: [fsmith@fallschurchva.gov](mailto:fsmith@fallschurchva.gov) with copy [breichs@fallschurchva.gov](mailto:breichs@fallschurchva.gov).

The following Exhibits will be emailed to you for the sole purpose of preparing your proposal to this solicitation.

Exhibit I:	City Government Census
Exhibit II:	City Schools Census